

**36th Meeting of the Public Health Agency board
held on Thursday 17 November 2011, at 1:30pm,
The Ann Brown Suite, Farset International,
466 Springfield Road, Belfast, BT12 7DW**

PRESENT:

- | | |
|----------------------|---|
| Ms Mary McMahon | - Chair |
| Dr Eddie Rooney | - Chief Executive (joined at 1:50pm) |
| Mr Ed McClean | - Director of Operations |
| Mrs Miriam Karp | - Non-Executive Director |
| Mrs Julie Erskine | - Non-Executive Director |
| Mr Ronnie Orr | - Non-Executive Director |
| Mr Thomas Mahaffy | - Non-Executive Director |
| Alderman Paul Porter | - Non-Executive Director |
| Mrs Maeve Hully | - Chief Executive, Patient Client Council |

IN ATTENDANCE:

- | | |
|---------------------|---|
| Mr Paul Cummings | - Director of Finance, HSCB (left at 2:30pm) |
| Dr Lorraine Doherty | - Assistant Director for Health Protection (joined at 1:55pm) (<i>presenting items PHA/05/11/11 and PHA/06/11/11</i>) |
| Mr Dean Sullivan | - Director of Commissioning, HSCB (<i>presenting item PHA/03/11/11</i>) |
| Ms Veronica Gillen | - Commissioning Lead, Regional Services & Strategic Planning (<i>presenting item PHA 03/11/11</i>) |
| Mr Michael Neely | - Assistant Director HSC R&D (<i>presenting item PHA/07/11/11</i>) |
| Ms Jill Jackson | - Chief Executive's Office/Committee Manager |
| Mrs Ruth Parks | - Secretariat |

APOLOGIES:

- | | |
|------------------------|---|
| Mrs Mary Hinds | - Director of Nursing and Allied Health Professionals |
| Dr Carolyn Harper | - Director of Public Health/Medical Director |
| Dr Jeremy Harbison | - Non-Executive Director |
| Mrs Fionnuala McAndrew | - Director of Social Care and Children, HSCB |

127/11

Apologies

Chair noted that apologies had been received from Dr Carolyn Harper, Mrs Mary Hinds and Dr Jeremy Harbison.

The Chair welcomed everyone to the meeting and introduced Alderman Paul Porter to the PHA board Meeting as our new Local Government Non Executive Director.

Chair also advised that a second Non Executive Director is still to be appointed but the Public Appointments Unit anticipate that this should be complete by early 2012.

Chair informed members that a Staff Workshop is being planned for Tuesday 10 January 2011 and that invites will be issued in due course.

128/11

Declaration of Interest

Chair asked if anyone had interests to declare relevant to any items on the agenda. None were declared.

The Chair reminded members to submit their annual Declaration of Interest forms as soon as possible in order that they can be reported to the Performance Unit, DHSSPS. Chair also highlighted the important of keeping this information up-to-date and reporting any changes during the year.

129/11

Chair's Business

The Chair briefed members with regards two visits which she had attended since the last PHA board Meeting:

- Cloona Early Years Launch
- Age NI - Long Gallery

130/11

Chief Executive's Business

The Chief Executive briefed members on a series of visits which he had carried out since the last PHA board Meeting:

- 26.10.11 - PHA Year End Performance Review and Accountability Meeting
- 26.10.11 - Launch of the Colin Early Intervention Community
- 27.10.11- Proposed Community Development Strategy for Health & Wellbeing
- 01.11.11 - Workshop: Review of Health and Social Services - Voluntary Sector
- 08.11.11 - Social Investment Fund Consultation Event

- 16.11.11 - Hosting Family Nurse Partnership Session, Altnagelvin.

131/11 Minutes of the PHA board Meeting held on 20 October 2011

Members agreed the minutes of the PHA board Meeting held on 20 October 2011, as an accurate record of the meeting. The minutes were duly signed by the Chair.

132/11 Minutes of Remuneration Committee Meeting held on 6 May 2011

Chair advised that the Remuneration Committee minutes had been approved and signed off at the last Remuneration Committee Meeting which took place on 4 November 2011. Members noted approved minutes accordingly.

133/11 Minutes of Research Committee held on 5 October 2011

Chair advised that the tabled minutes were taken from the last Research Committee Meeting which took place on 5 October 2011. Members noted draft minutes accordingly.

134/11 Matters Arising

PHA Accommodation Issues

At the October board Meeting the Chief Executive had agreed to keep members up to date with progress on the accommodation move. Chair advised members that an accommodation briefing was emailed to all PHA board Members on 7 November 2011 and Mr McClean agreed to email a further update with regards to the refurbishment of the 4th Floor Linenhall Street.

Mr McClean

Members welcomed progress on establishment of a new PHA Headquarters and noted that given the current economic climate, this was a pragmatic move.

Mrs Erskine sought reassurance with regards to Health & Safety issues within the Ormeau Avenue building in respect of the staff who will continue to work there. Mr McClean confirmed that any outstanding issues are raised at regular meetings with the landlord.

135/11 Finance Report (PHA/01/11/11)

Mr Cummings summarised the budgeted and actual expenditure position for the PHA as of 30 September 2011.

Mr Cummings highlighted an underspend as stated below and advised members that the figures reflect actual expenditure to date and should be read in conjunction with the PEMS Report below:

- Salaries and wages £531k.
- Goods and services £108k.
- Programme funds £9.44m .

Members noted the Finance Report accordingly.

136/11 Programme Expenditure Management System (PEMS) Report (PHA/02/11/11)

Mr McClean presented the paper and asked members to note the following points:

- £59 million have been firmly committed.
- 47.8% of PHA funds have been authorised for payment.
- That the figures from the PEMS Report and Finance Report are rapidly converging.
- The Chief Executive will be meeting Budget holders on 29.11.11 to seek assurance that funds will be committed in full.

Mr McClean advised members that much work is underway to deploy remaining funds and ensure that contracts and performance targets are agreed.

Members expressed concern at the level of unused funds but were reassured that the matter is being addressed. The Chief Executive will update members at the December board Meeting.

Chief Executive

137/11 HSCB/PHA Commissioning Plan 2011/12 (PHA/03/11/11)

Dr Rooney introduced Mr Dean Sullivan and Ms Veronica Gillen to talk to the HSCB/PHA Commissioning Plan 2011/12.

Mr Sullivan advised members that there were no material changes from the previous draft paper; simply some detail had been amended. He then proceeded to talk through all the tracked changes to the document and confirmed that this final draft was presented and approved at the HSCB Board Meeting on 15 November 2011.

The Chair thanked Mr Sullivan for the detailed presentation and invited comments from members.

Alderman Porter sought clarification with regards to a number of areas within the report including lifelong care for special needs. Alderman Porter also raised the issue of the use of wording in the plan with regards to 'bariatric surgery'.

The Chair then asked PHA board Members to formally approve the HSCB/PHA Commissioning Plan 2011/12 for onward transmission to the Department.

All PHA board members present approved the draft Plan with the exception of Mr Mahaffy who dissented for the same reason given at the special board meeting in June 2011.

Mr Mahaffy expressed his concern that by relegating considerations of equality impact from decision making to implementation, the Equality Screening documentation presented did not adhere to Equality Commission advised processes; Mr Mahaffy stated that it is fundamentally flawed, and leaves us in breach of our statutory duty, for example the major impact of the Commissioning Plan on equality is acknowledged on page 72 of the screening document but no equality impact assessment has been undertaken. Mr Mahaffy noted the reasons, if any, for this are unclear.

Mr Mahaffy also expressed his concern that the screening documentation presented to the Board was for 'noting' rather than any more formal process.

PHA board members noted the Equality, Good Relations and Human Rights Screening Template.

138/11

PHA Corporate Strategy and Business Plan (PHA/04/11/11)

Mr McClean presented the Corporate Strategy 2011-2015 which had been approved at the October board meeting subject to minor amendments.

Members discussed the Strategy and a number of further amendments were tabled, however other members suggested that the document needed to be finalised and requested that this version be approved.

Members approved the Corporate Strategy 2011-15 and the Business Plan for 2011-12.

139/11 HCAI Monthly Report (PHA/05/11/11)

Chair introduced Dr Lorraine Doherty to address the HCAI Report.

Dr Doherty highlighted a number of issues as listed below:

- A marked improvement overall with the exception of BHSCCT where there had been reported a number of MRSA cases reported over the last quarter.
- Dr Doherty informed that the HCAI annual report 2010 is currently being drafted and should be ready for the next board meeting.
- The removal of the 'red' R&D related areas in the Changing the Culture paper.

Members discussed this report and noted the improved status at the NHSCT. The document was noted accordingly.

140/11 Health Protection Update to PHA board (PHA/06/11/11)

Chair introduced Dr Lorraine Doherty to address the Health Protection Update.

Dr Doherty gave members an update on the following issues:

- PHA Corporate Goal: Protecting Health
- PHA Priorities 2011-12 Health Protection
- Health Protection Duty
- Emergency Preparedness and Response
- HIV/STI prevention in Men who have Sex with Men (MSM) and People Living with HIV (PLWHIV)
- Childhood immunizations
- Flu Launch 30 September 2011 'Flu is more serious than you think'
- Nurseries and Childcare Settings
- Transmit

Members discussed this update and noted same accordingly.

141/11 NI Public Health Research Network Proposal (PHA/07/11/11)

Chair introduced Mr Michael Neely to address the Proposal for a Northern Ireland Public Health Research Network.

Mr Neely informed members with regards to the rationale, structure and operations deliverables, performance metrics and costs for the establishment of a Northern Ireland Public Health

Research Network.

Members discussed this proposal and approved accordingly.

142/11 Date, Time and Venue of Next Meeting

Date: 15 December 2011
Time: 1:30pm
Venue: The Ann Brown Suite
Farset International
466 Springfield Road
BELFAST
BT12 7DW

Signed by Chair:

A handwritten signature in black ink that reads "Mary Mc Mahon". The signature is written in a cursive style with a large initial 'M'.

Date: 15 December 2011